

Dear Taxpayer:

In an effort to save the cost of printing and mailing a tax package the corporation may not need, we are sending this information instead. If the corporation needs a tax package, see **How To Get a Tax Package or Other Forms and Instructions** below.

Please give the person who prepares the corporation's return the label on the other side so it can be used on the return. Correct any errors on the label. Make sure the preparer has all the corporation's income and expense records so he or she can fill in the return correctly.

Charles O. Rossotti

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Commissioner of Internal Revenue

How To Get a Tax Package or Other Forms and Instructions

You can get these items 24 hours a day, 7 days a week, by—



Personal Computer

Access the IRS Internet Web Site at **www.irs.gov**, select the **Forms and Pubs** option, and follow the directions for getting a tax package or other forms and instructions.



Phone

Call **1-800-TAX-FORM** (1-800-829-3676). You should receive your order within 10 days.

- If a **personal computer** is used to order the corporation's tax package, you do not have to order a package again. The IRS will automatically send you the tax package next year.
 - If a **phone** is used to order the corporation's tax package, you will have to reorder a package next year.
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Internal Revenue Service
P.O. Box 1448
Rancho Cordova, CA 95741-9804

Official Business
Penalty for Private Use, \$300

Bulk Rate
Postage and Fees Paid
Internal Revenue Service
Permit No. G-48

Important Tax Information Enclosed
Do Not Throw Away!



Keep This Preaddressed Peel-Off Label With the Corporation's Tax Records. Give the label to the preparer of the corporation's tax return. It should be placed in the name and address area of Form 1120 or 1120-A. Correct any errors on the label.

